

PERSONNEL BOARD MEETING
Monday, December 6, 2021 – 6:00 p.m.

Call to Order/Roll Call of Members:

Stephen Dielmann, Chairperson; **Clayton Warren Angus Jr.**, Vice-chairperson; **Christiane Diaz**, Member; **Enrique Vargas**, Member.

AGENDA

1. Request to approve the minutes of the November 2021 Personnel Board meeting.
 2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received November 2021.
 1. Jerome A. Yoham Fire Department
 2. Noellee A. Perez Public Safety Communications Department
 3. Report of **Leave without Pay** for November 2021.
 4. Report of **Civil Service Appointments** for November 2021.
 1. Elida Falcon (*Police Training Program Coordinator – 11/01/2021*) Police Department
 2. Ornella Sorrentino (*Victim Advocate I – 11/01/2021*) Police Department
 5. Report of **Resignations** for November 2021.
 1. Irma Y. Rodriguez Resigned Building Division
 2. Joel A. Planchart Resigned Communications and Special Events Dept.
 3. Pedro O. Montero Resigned Grants and Human Services Department
 4. Marigert Espinosa Resigned Mayor's Office
 5. Caridad Bernal Resigned Mayor's Office
 6. David D. Miret Resigned Public Safety Communications Department
 6. Report of **Maternal/Paternal Leave** for November 2021.
 1. Anthony Cuevas Fire Department
 2. Yasser Messir Castro Parks and Recreation Department
 7. Request to approve recruitment for **Chief of Police**:
 - 7a. Request to waive the competitive examination for **Chief of Police**, in accordance with Rule V (*Applications, Entrance Examinations and Promotions*) of the Civil Service Rules & Regulations.
 - 7b. Request to approve the revised job description for **Chief of Police**.
- Copy of letter from Mayor Esteban Bovo Jr., addressing the Personnel Board and the revised job description are attached.
- Range: \$150,000 - \$200,000 Annually.

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8. Request to approve the NEW job description for **Executive Assistant to the Mayor.**

Copy of the proposed job description is attached.
Management

9. Request to certify the eligibility list for **Park Manager.**

10. Request to approve the change in range for the position of **Zoning Hearing Specialist.**

Current Range 51: \$1,421 - \$2,038 Bi-weekly.
Desired Range 53: \$1,622 - \$3,359 Bi-weekly.

Copy of the job description is attached.

11. Request to approve the change in range for the position of **Zoning Plans Processor/Inspector.**

Current Range 53: \$1,622 - \$3,359 Bi-weekly.
Desired Range 55: \$1,924 - \$3,755 Bi-weekly.

Copy of the job description is attached.

12. Request to conduct an in-house, non-competitive civil service examination for **Administrative Aide - Confidential** (*Ms. Alexia Acosta-Bouza*).

- a. In-house, non-competitive
- b. 100% oral
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of the job description and resume are attached.
Range 28: \$1,184 - \$2,384 Bi-weekly.

13. Request to conduct an in-house, competitive civil service examination for **Librarian Aide II.**

- a. In-house, competitive
- b. 100% written
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of the job description is attached.
Range 46: \$1,055 - \$2,038 Bi-weekly.

14. Request to hear **Unfinished Business.**

15. Request to hear **New Business.**

16. Request to hear **Comments and Questions.**

NEXT PERSONNEL BOARD MEETING: MONDAY, JANUARY 3, 2022 – 6:00 P.M.

PERSONNEL BOARD MEETING
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If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, June & July need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than two (2) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) or (800) 955-8700 (VOICE), for assistance.